

## I. INTRODUCTION

### A. Overview

The Clark-Cooper Building is especially designed to accommodate maximum access to materials while safeguarding them and insuring long-term preservation of important documents. The purpose of these procedures is to maintain the integrity of the building and to insure the efficient and proper use of state property and funds.

## II. PROCEDURES

### A. Temperature Controls

For conservation of the Department collections this building is operated at exact temperatures and humidity controls. Please do not change the thermostats anywhere in the building. If a change in temperature and humidity is noted during working hours, please call building maintenance and report the problem. Unresolved problems should be reported to the Administrative Support Branch Manager within the Division of Administrative Services.

### B. Food and Beverage

In the interest of preservation of our materials and as a safeguard against bugs, the Department has always maintained a food and beverage policy.

Meals may be eaten only in the designated areas of the lobby (the benches and tables along the front windows), the staff lounge, the Activity Room, and the Conference Room. The Activity Room and Conference Room provide a quiet environment for lunchers who might wish to read or have informal meetings over lunch. Both areas are ideal for this when they are not scheduled for other activities. Schedules for the week are posted on the doors of these rooms. Food may not be kept in desks; candy may be kept on desks if allowed in the division but must be in a sealed container.

Lunch for visitors- Since our staff lounge is not large enough to seat visitors, we have provided seating in the lobby where food can be eaten. A soft drink machine has also been installed. Visitors may visit the staff lounge or the lobby to buy food from the vending machines and then eat in the lobby along the front windows, or out-of-doors. They may eat in the lounge if they are accompanied by a KDLA staff member. Please

explain to visitors that our restrictions are based on space problems and not an attempt on our part to be exclusive.

Beverages are permissible at some workstations, depending on the job functions. Each division shall establish its own procedures concerning beverages. Where beverages are permissible, sugar and creamer must be stored in sealed containers. Soft drink containers must be emptied before being placed in garbage containers or in recycling bins.

C. Alcoholic Beverages

The consumption of alcoholic beverages on state property is prohibited unless a properly issued license from the Alcoholic Beverage Commission has been obtained.

Requests for a license for Department sponsored activities should be made in writing to the State Librarian at least thirty (30) days before the event takes place. Based on information provided by the requester, the State Librarian will complete the appropriate application, and forward them to the Alcoholic Beverage Commission. For events that are not primarily a Department sponsored activity, the group sponsoring the activity must first obtain written permission from the State Librarian to serve alcoholic beverages on the premises. The group must assume responsibility for obtaining a license and complying with the appropriate regulations.

In all cases, the serving and consuming of alcoholic beverages should be integral to the main purpose of the activity. It should be done with the recognition of and sensitivity to our role as a public agency and that of the building as a public facility.

D. Smoking Restriction

To provide for the preservation of the Department's collections and pursuant to existing administrative regulations relating to the control of smoking in state-owned buildings and leased space occupied by Executive Branch Agencies, smoking is prohibited within our facilities except in the designated smoking area.

E. Equipment and Machines

The equipment and machines that you use in your work must be kept clean and in working order. Please report any malfunctions to your supervisor. The use of equipment, computers, machines, and other materials must be restricted to official state business.

F. Firearms/Weapons

Except for sworn law enforcement officers on official state business, the presence of firearms or any other type of weapon on the premises (building or grounds) of KDLA is strictly prohibited.

G. Telephone Courtesy

This Department conducts a major portion of its business by telephone and many impressions of state agencies are formed from these contacts. With this in mind it is important that you be helpful and courteous. Some guidelines to follow are as follows:

Identify your agency and yourself;

Answer the telephone promptly;

Maintain a cheerful, enthusiastic tone of voice;

If you need to put someone on hold, keep them posted periodically;

Transfer calls to the proper place;

Keep colleagues informed when you leave your work area; and

Be prepared to take messages.

Please note that state phones are meant to be used for official state business. Personal telephone calls should be restricted and brief.

H. Departmental Bulletin Board

The departmental bulletin board in the second floor hallway is designed for departmental business and dissemination of information. Because of space limitations on the board, materials posted on this board are strictly limited to departmental items. Personal items and notices are not to be posted on this board; however, a smaller board for personal use has been provided for in the staff lounge.

I. Ridesharing

If you are interested in joining a car or van pool, or commuting by bus to Frankfort, contact the Division of Multimodal Programs (502) 564-7433. This office maintains a listing of persons commuting to Frankfort and will provide you with a list of those living in your community who offer motor pooling to or near your worksite.

Employees who do not work in Frankfort but who request motor pooling information may also call the Multimodal Programs division for referrals to individuals and agencies in their community or workstation.

J. Parking

The parking lot in the front of the building is reserved for patron use. Employees have been provided with two (2) levels of parking in the rear of the building. Parking in the loading dock area and fire lanes is prohibited.

K. Solicitation

Solicitation from outside vendors not on official state business is prohibited. Employees approached by a vendor should advise them of this restriction and are directed not to engage in any transactions of this kind while on this Department's premises.

L. Dress Code

Although this agency does not adhere to a formal dress code, employees are expected to wear attire that is neat, clean and appropriate to their job duties. Except for some provisions relating to dress that are included in the general safety rules as outlined in the Commonwealth of Kentucky Employee Handbook, the only thing expressly prohibited is the wearing of shorts and halter/crop tops.